

# EMPLOYEE WELLNESS NEWSLETTER

## Personal Boundaries at Work

Respecting Personal Boundaries at Work  
Respect in the workplace brings to mind words like tolerance, diversity awareness, and bias. But disrespect has a much broader brush of issues that can impact productivity. One of them is not respecting the personal boundaries of a coworker. Do you walk through a coworker's door unannounced, call after hours when he or she is at home, or sit in a chair close by while the coworker is on the phone, waiting your turn to speak with him? Employees who appreciate the importance of honoring personal boundaries will get along better.

Here's why: When you disregard personal boundaries, you send this nonverbal message: "I'm more important than you, so I don't need to respect your space." All of us teach each other what our personal boundaries are and how we want to be treated. Making them known is a combination of assertiveness, diplomacy, and immediacy. "I would love to speak with you right now, but I need to take this phone call in private," combines all three elements of how to establish a personal boundary.



## Dangers of K2 and Spice

Synthetic Marijuana (K2) or Spice is a dangerous psychoactive drug that is smoked, vaped, or drunk as a tea. It recently made national news when over 70 people using it overdosed within hours of each other in New Haven, CT.

Spice is a mixture of plant materials like herbs and a lab-produced chemical that acts on the brain in a manner similar to THC. THC is the psychoactive substance in cannabis. These chemicals are far stronger than THC. Withdrawal from them is difficult, and addiction is more likely. Spice is dangerous and unpredictable, and no users can be sure what they are consuming.

Many drug screens still don't detect Spice, which make it attractive to users. (That's changing fast.) Spice is found nationwide, and much of it has been laced with fentanyl, which can cause death.

**For Information, Consultation and Referral Assistance  
Contact the Wheeler EAP at 1.800.275.3327**

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## Productivity Tip – Portable Digital Recorders

Tools for capturing thoughts - and listening to them - are among the most sought-after technologies. Tiny spiral notebooks of the past have been replaced by an abundance of options. One of the most progressive is the pocket recorder. These aren't \$290 anymore. They're 29 bucks! And they record sharp, crisp sound with 20 hours or more of recording time. Search any online tech store to find dozens of choices.

Four key productivity achievements are solved by small pocket recorders: 1) Capturing great ideas and to-dos; 2) Listening to reminders about those ideas and to-dos; 3) Eliminating "Gotta Remember This!" syndrome; 4) Reducing the stress of managing a to-do list; and 5) Making great use of waiting time - in lines, while commuting, or while engaged in repetitive activity like exercise.

## How to Ask for Less Micromanagement from Your Supervisor

Micromanagement is a common complaint among employees, but most micromanagement is not malicious. It stems from a lack of understanding of how to delegate. A micromanager may actually trust you, but it's fear that keeps him or her from letting go. To intervene, don't grow weary, stress out, or bark out your frustration. Instead, meet in private and explore the issue. If you have not done so before now, you'll discover the solution is likely good communication about each of your needs.



## Exercise and Kudos for You

Having a physical fitness routine offers benefits for improved health and managing stress, but there are more benefits to exercise than the release of feel-good brain chemicals and shaking off tension.

One less-appreciated payoff of exercise is goal attainment of your exercise session, chalking it up as a success, and benefiting from the positive self-talk that accompanies it. Don't minimize the impact of genuine self-kudos and the role they play in stress management. This one benefit is an additional motivational factor for participating in a regular exercise program. When we feed a positive self-esteem, anticipated successes lie ahead. These linkages all contribute to improved personal and workplace productivity. You do have time for exercise. What may be missing are stronger reasons to get you moving. Add this one to the mix and see if it doesn't stir you to grab your sneakers.

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